



# Residential Building Permit Application Review Process

## Contact Information

Currituck County  
Planning and Community Development  
Central Permitting Division

*Mainland Office*  
153 Courthouse Road, Suite G107  
Currituck, NC 27929

Mainland Phone: 252.232.3378  
Mainland Fax: 252.232.3470

*Corolla Office*  
1123 Ocean Trail  
PO Box 73  
Corolla, NC 27927

Corolla Phone: 252.453.8555  
Corolla Fax: 252.453.8300

Website: <http://www.co.currituck.nc.us/planning-community-development.cfm>

## Step 1 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Residential Building Permit Application
- Permit Fee(s) (at permit issuance)
- Construction Plans
- Site Plan
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater improvements permit, existing system inspection, or wastewater reservation)
- Well Permit, if required
- CAMA Permit, if required
- V Flood Zone Certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

## Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met the permit will be issued. Approved permits must be signed by the owner or applicant.

## Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

## Step 4 Inspections

Inspections must be scheduled by 4:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.



# Residential Building Permit Application

## Application Form

**Contact Information**

APPLICANT: _____	PROPERTY OWNER: _____
Telephone: _____	Telephone: _____
Mobile: _____	Mobile: _____
E-Mail Address: _____	E-Mail Address: _____

**Project Information** **Estimated Project Cost: \$** \_\_\_\_\_

Physical Street Address: \_\_\_\_\_  
 Parcel Identification Number(s): \_\_\_\_\_ Subdivision: \_\_\_\_\_

<b>Project Classification</b>	<input type="checkbox"/> Single Family	<input type="checkbox"/> Accessory Structure	<input type="checkbox"/> Trade Permit
	<input type="checkbox"/> Addition	<input type="checkbox"/> Alterations	<input type="checkbox"/> OTHER:
<b>Additional Project Information</b>	<input type="checkbox"/> Pool	<input type="checkbox"/> Elevator	Bedrooms _____
	<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Pier/Bulkhead	Bathrooms _____

**Description of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of HVAC system: (heat pump, elec., gas, other) \_\_\_\_\_

Does this project include installation of a gas line, appliance, or equipment?  Yes  No

Is this project outside of the existing footprint?  Yes  No

Is this project within 75 feet of a waterway?  Yes  No

Is the ROG finished?  Yes  No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades?  Yes  No  
 (If yes, stormwater plan required for development).

Square Footage	
Heated Living 1 <sup>st</sup> fl	_____
2 <sup>nd</sup> fl	_____
3 <sup>rd</sup> fl	_____
Garage/Shed	_____
ROG/FROG	_____
Porch	_____
Deck	_____
Misc.	_____
<b>TOTAL</b>	_____

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months, after commencement of work no required inspection is requested and approved within any 12-month period, or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate other state or local laws regulating construction or the performance of construction.

\_\_\_\_\_  
 Printed Full Name of Applicant Signature of Applicant Date

**OFFICIAL USE ONLY:**

Building Permit Number _____	Type of Water: _____
CAMA Number _____	Septic Permit Number: _____
Zoning of Property: _____	Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____
Min Setbacks: Front _____	Side (R) _____ Side (L) _____ Rear _____ Accessory _____

## Contractor of Record

Building Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Electrical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Mechanical Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Plumbing Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Insulation Contractor	Name _____ Address _____ City/St _____	NC License # <u>Not Required</u> Phone _____ Contact Name _____
Gas Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Moving Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Pool/Hot Tub Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____
Other Contractor	Name _____ Address _____ City/St _____	NC License # _____ Phone _____ Contact Name _____

### OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

- General
  Electrical
  Mechanical
  Plumbing
  Gas

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

# Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

- General       Electrical       Mechanical       Plumbing       Gas

### Contractor Information

License Holder: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### License Information

NC License Number: \_\_\_\_\_  
License Classification: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_  
Building Permit Number: \_\_\_\_\_  
Cost of Trade Work: \$ \_\_\_\_\_

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

\_\_\_\_\_  
Signature of License Holder

\_\_\_\_\_  
Date

# Owner Exemption Affidavit

## Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT  
PURSUANT TO GS 87-14(a)(1)

Property Address or PIN: \_\_\_\_\_

I, \_\_\_\_\_, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

\_\_\_ 1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

\_\_\_ I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): \_\_\_\_\_.

\_\_\_ 2. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.

\_\_\_ 3. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

\_\_\_ 4. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Date

Sworn to (or affirmed) and subscribed before me this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

My commission expires: \_\_\_\_\_

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed \$30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

# Appointment of Lien Agent

## Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

- a. Improvements less than \$30,000 at the time the original building permit is issued;
- b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
- c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
- d. Public building or other public work or public improvements.

### Lien Agent Information

Name of Lien Agent: \_\_\_\_\_

Mailing Address of Agent: \_\_\_\_\_  
\_\_\_\_\_

Physical Address of Agent: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at [www.liensnc.com](http://www.liensnc.com). When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR Code for easy access to the property information in the LiensNC system

**NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.**

## Submittal Checklist

Residential Building Permit Submittal Checklist		
Applications/Forms/Permits		
1	Residential Building Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor and/or owner affidavit(s)	
6	CAMA permit, if required	
7	V-Zone Certificate, if development is located in VE flood zone	
8	Appointment of Lien Agent, if required ( <a href="http://www.liensnc.com">www.liensnc.com</a> )	
9	Minor Stormwater Plan Form SW-001, if required	
Plans		
10	Two complete sets of detailed building plans	
	Name, address, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	o Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Design pressure rating	
	Wind ratings (120mph or greater)	
11	Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a professional such as a licensed surveyor, engineer, or architect)	
	Lot/parcel dimensions	
	Location of existing physical features (roads, streets, navigable waterways)	
	Location and dimensions of the proposed construction and existing structures	
	Setback measurements to all property lines	
	Septic system, repair area, and well locations	
	Proposed fill or grade changes	
12	Minor Stormwater Plan, if required	
Flood Damage Prevention, if Applicable		
13	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA	
14	Proposed elevation of all structures and utility systems	
15	Plans for non-structural fill (if being utilized in V zone)	
Fees		
16	Permit fees to be paid at permit issuance	